

LINCOLN CONSOLIDATED SCHOOLS
Ypsilanti, Michigan
BOARD OF EDUCATION / REGULAR MEETING
August 12, 2019
6:00 p.m.
Media Center- High School

OFFICIAL MINUTES

BOARD MEMBERS PRESENT

Yoline Williams, President
Jennifer Czachorski, Vice President
Jennifer LaBombarbe, Secretary
Thomas Rollins, Treasurer
Connie Newlon, Trustee
Laura VanZomeren, Trustee
Allie Sparks, Trustee

ADMINISTRATORS PRESENT

Adam Blaylock, Human Resources Director
Adam Snapp, Finance Director
Phil Bongiorno, Facilities Director

OTHERS PRESENT

Edgar Brown, Jim Harless, Karen Cook, Sherry Smith, Mike Weathers, Megan Whitacre, Charlotte Allum, Chris Westfall, Katie Moffett, Amie French and Jeff French

1.0 CALL TO ORDER

President Williams called the meeting to order at 6:04 p.m. in the Media Center at the High School.

2.0 ROLL CALL

Roll call showed all Board Members were present.

3.0 ESTABLISHMENT OF QUORUM

A quorum was established.

4.0 PLEDGE TO FLAG

The Pledge of Allegiance was recited by Board and audience members.

5.0 ACCEPTANCE OF AGENDA

It was moved by LaBombarbe and seconded by Newlon that we accept the agenda as presented.

Ayes: 7

Nays: 0

Motion carried 7-0

6.0 PRESENTATIONS

6.1 Facilities & Maintenance
Presented by Phil Bongiorno

Completed Projects

- Central Office
 - Student Services and Curriculum moves are complete.
- District
 - Lincoln Trail lights repaired and switched to LED.
 - Transitioned all exterior lights to photocell technology, improved efficiency and cost reduction.
 - School Dude work order system – workflow priorities established: Safety; High; Medium; Low; Scheduled; Special Event.

- Roadway lines restriped on Lincoln Trail and Railsplitter Dr.
- Secured all kitchen/cafeteria portable serving lines throughout the district.
- Gym Floors refinished: High School East and West gyms; Middle school gym.
- Removed 160 yards of scrap metal from the district.
- Transportation
 - GPS installed on all school buses and maintenance vehicles.

Painting Projects

- LHS
 - 2 restrooms; exterior electrical boxes and pole shipping/receiving; Internal areas inside PAC; West Kitchen, storage area and stock floor; East gym boys/girls varsity locker room; Roof top units by east gym entrance; All rooftop fascia/trim; East end - 40 classrooms; Touched up all hallways previously painted.
- Bishop
 - 24 classrooms, all offices, and teacher work areas; All hallways.
- Brick Elementary School
 - 3rd floor hallway; Office stairwell; All restrooms; Touched up all hallways previously painted.
- Model
 - Exterior street sign on Whittaker road; Main office.
- LMS
 - Trash cans, picnic benches, benches by tennis courts; all benches and trash cans around the building.
- Transportation
 - Street poles & signs to match the rest of the district.

Major Maintenance Repairs

- Middle School chiller repaired.
- Model and Bishop two new compressors installed.
- Brick and High School building wide plumbing repairs completed.
- HVAC improvements – Efficiency, repairs, and preventative maintenance.
 - High school, Middle school and Brick classroom repairs completed.
 - High school motor replaced in the east gym.
 - Middle School gym AHU repaired.
 - Brick boiler pump replaced.
 - Bessie Hoffman motor replacement.
- Bessie Hoffman sub pump repaired.
- 5 Pipe break repairs winter season with no major claims/cost to the district (3 high school, 1 Middle school, 1 model) – 4 happened after hours.
- High School power restored to the wrestling room hallway, student services area, IT and curriculum areas that have been without power for over 15 years.
- Model flashing replaced that was missing.
- Model roof repairs completed.
- District wide 1489 closed work orders September 2018 through August 2019

Completed Bond Projects

- District wide classroom/door locking system.
- Model and High School: Asbestos abatement.
- Bishop, Model, High School: New flooring installed.
- Bishop new roof installed.
- High School new roof installed – Entire roof now under warranty.
- Purchased 7 New buses.
- Purchased new band instruments.

Michigan State Police Grant

Applied for Michigan State Police Grant (MSP) – District Awarded \$563,793.

- Secure entryways, visitor scan software, classroom/door locks, cross corridor security doors/beacons, exterior doors at Bishop, security alert mobile app, employee badge system, evacuation displays, and trauma bags.

Completed Projects as of August 1, 2019:

- Classroom emergency trauma bags.
- Classroom/door locking systems.
- Employee badge system.
- New intrusion/fire systems.
- Wiring for cross corridor security doors/beacons and exterior door locking systems.

6.2 Goal #4-Facilities
Presented by Phil Bongiorno
Changes in Goal #4

- In redesign estimate stage as indoor training building was relocated due to wetland discovery. New designs to be reviewed August 23rd with Bid packet planning to go out three weeks after that date.
- Stadium turf field to be completed August 30, 2019.
- Baseball/Softball complex rebid end of September
- Dead trees scheduled to be removed by September 1, 2019.
- Stumps removed by September 1, 2019.
- All trees lifted throughout district by September 1, 2019.
- All shrubs trimmed throughout district by September 1, 2019.
- Seasonal grounds employees hired.
- Developed new lawn care plan with new zones established.
- Add curbs parking lot and roadways are included in Bid pack #4 if funds are available.
- Model and High School Asbestos abatement completed.
- Model, Bishop, and High School new flooring project completed.
- Painting Projects
 - LHS
2 restrooms; exterior electrical boxes and pole shipping/receiving; Internal areas inside PAC; West Kitchen, storage area and stock floor; East gym boys/girls varsity locker room; Roof top units by east gym entrance; All rooftop fascia/trim; East end - 40 classrooms; Touched up all hallways previously painted.
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Exterior street sign on Whittaker road; Main office.
 - LMS
Trash cans, picnic benches, benches by tennis courts; all benches and trash cans around the building.
 - Transportation
Street poles & signs to match the rest of the district.
- Bid Pack #2 split up to explore additional vendors, expedite projects and to maximize cost saving alternatives.
 - Drama Storage Space to New Choir room work to start in August 2019.
 - Current Choir room to New Cheer room to start in November 2019.
 - Waiting on estimates from Bid packs #4 and #5 before rebidding the remainder of Bid pack #2 to determine increased budget amounts and/or scope of work changes. Looking to rebid in September 19 /October 19 time frame.

7.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE

7.1 Superintendent's Report

- Introduction of Transportation Director Robert Merritt
- Middle School Block Party had a great turn out!
- August 27, 2019 will be the Welcome Back breakfast for staff and start of the new year for staff.
- Bounce Back is schedule for our elementary students August 15, 2019

7.2 Human Resources Report

- Middle School Assistant Principal second interviews are scheduled for August 12-13, 2019.
- Principals reported back to work for the 2019-2020 school year of August 12, 2019.
- Welcome Back Breakfast and employees ID photos are scheduled for August 27, 2019.

7.3 Facilities & Maintenance Report

- Thanked custodial staff for all their hard work moving classrooms at the high school.
- Bishop and Model getting new PA systems
- Lots of work orders this time of year; setting priorities per department.

8.0 PUBLIC COMMENT

- Sherry Smith, Paraprofessional, asked if staff would be trained on the use of the red trauma bags.

9.0 BOARD REPORTS/CORRESPONDENCE

- 9.1 Board Executive Committee Report
Board Executive Committee met on August 5, 2019, with minutes forthcoming. Next meeting will be held on August 19, 2019.
- 9.2 Board Performance Committee Report
The Board Performance Committee will meet next on September 23, 2019.
- 9.3 Board Planning Committee Report
The Board Planning Committee met on August 12, 2019 with Walgast reporting on Bond update and next meeting will be held on September 9, 2019.
- 9.4 Board Finance Committee Report
Board Finance Committee will meet next on August 19, 2019.
- 9.5 Reports and Correspondence
- There may be a conflict in scheduling with planned Professional Development and a need to reschedule Executive Committee and Finance Committee.
 - Connie Newlon made note on time away from the Board of Education to recover from an accident. She also made mention of attending Childs Safety Town and the Washtenaw County Book Club.

10.0 NEW BUSINESS

- 10.1 School Bond Loan Fund
The District needs to borrow from the school bond loan fund to be able to make the principal and interest payments on November 1, 2019 and May 1, 2020. This is a standard procedure for the District. Based on projections from our financial advisers, PFM, the District should start repaying the amount owed to the school bond loan fund during the 2023/2024 fiscal year and be out of the school bond loan fund in the 2036/2037 fiscal year. Board action was requested.

It was moved by LaBombarbe and seconded by Newlon that we approve the annual Loan/Repayment Activity Application for participation in the School Bond Qualification and Loan Program as presented.

Ayes: 7

Nays: 0

Motion carried 7-0

11.0 OLD BUSINESS

- 11.1 Minutes of Previous Meeting
- 11.1.1 Special Meeting July 16, 2019
- 11.1.2 Board Meeting July 22, 2019
Enclosed are the minutes of the June 16, 2019, Special Meeting and June 22, 2019 Regular Session.

It was moved by Newlon and seconded by Rollins that we approve the minutes of the June 16, 2019, Special Meeting and June 22, 2019 Regular Meeting as presented.

Ayes: 7

Nays: 0

Motion carried 7-0

- 11.2 Bond Security Doors High School, Middle School, Bishop Elementary, Model Early Childhood Center, and Childs Elementary Renovation

Bid pack #2 A Security: High School, Middle School, Bishop Elementary, Model Early Childhood Center, and Childs Elementary school secure entryways and cross corridor door locking systems. Board action was requested.

4 bids were received.

- Bid Recommended General Trades – A&R Total Construction, \$205,632, Bond \$28,153; \$233,785 Base and Bond.
- Bid Recommendation Masonry – HMC Masonry, \$12,332, Bond \$150.00; \$12,482 Base and Bond.

Bond Project Budget	\$282,000
Current Bid Total	\$246,267
Previously awarded contracts (Painting & Flooring)	\$28,783
Total Bids to date 8.1.19	\$275,050

It was moved by LaBombarbe and seconded by VanZomerer that we approve the Bond Security Doors High School, Middle School, Bishop Elementary, Model Early Childhood Center, and Childs Elementary Renovation awarded to A&R Total Construction, in the amount of \$233,785.00 and HMC Masonry, in the amount of \$12,482.00 as presented.

Ayes: 7

Nays: 0

Motion carried 7-0

11.3 Bond High School Renovation

Bid pack #2 B Renovations: High school renovations current drama storage to new choir room and current choir room to new cheer room. Board action was requested.

5 bids were received.

- Bid Recommended – A&R Total Construction, \$21,675, Bond \$1,084; \$22,759.

Bond Project Budget	\$53,000
Current Bid Total	\$22,759

It was moved by LaBombarbe and seconded by Newlon that we approve the Bond High School Renovation awarded to A&R Total Construction in the amount of \$22,759.00 as presented.

Ayes: 7

Nays: 0

Motion carried 7-0

11.4 Customer Service Position

With the forthcoming bond work and the creation of the new Training Facility, it will become increasingly important that the District have staff assigned to interface with the public on various District matters. We recommend the creation of a new LEAO position. This position will receive benefits consistent with those bargained for in the LEAO contract. Board action was requested.

It was moved by Newlon and seconded by Czachorski that we approve the Customer Service Position as presented.

Ayes: 7

Nays: 0

Motion carried 7-0

11.5 Pool Coordinator

The Lincoln Consolidated Schools pool will require additional management in order to allow both our athletic teams and our community education team to expand and become even more successful. We recommend the creation of a new (currently .25), LEAO position, which will manage, schedule, and otherwise operate the Lincoln Consolidated Schools pool. In addition, this full-time position will oversee the District's swim instructors and pool related community education programming. This position will receive compensation pursuant to the collectively bargained LEAO contract. This is a community education program which may be subsidized by the general fund. Board action was requested.

It was moved by LaBombarbe and seconded by VanZomerer that we approve the Pool Coordinator position as presented.

Ayes: 7
 Nays: 0
 Motion carried 7-0

11.6 Community Ed Clerk

The Community Education Clerk is currently overseen by the Athletic Director, but the position is housed in Central Office with significant distance between the evaluating administrator and the staff member. As a result, the Community Education Clerk will be moved to the Athletic Office. The Athletic Department will continue to evaluate the Community Education Clerk and evaluate staffing levels as needed in the future. The District expects that the evaluation of staffing levels will result in a reduction in this position in the future. Board action was requested.

It was moved by Newlon and seconded by Czachorski that we approve the Community Ed Clerk move as presented.

Ayes: 7
 Nays: 0
 Motion carried 7-0

11.7 Assistant Athletic Director

The District recognizes the contributions the Coordinator of Athletics makes towards our overall operations. The District proposes expanding the job duties of the current Coordinator of Athletics and implementing a change in title to Assistant Athletic Director. The Assistant Athletic Director will be charged with adding and growing middle school athletic programs, including soccer, baseball, and softball. In addition, the Assistant Athletic Director will be responsible for beginning youth sports and youth travel sports programs. The Assistant Athletic Director's compensation will be increased to reflect the increase in roles and responsibilities. Additional costs associated with the increase are expected to be slightly more than \$25,000.00. The position is currently split 70/30 between the general fund and community education. In the future, the split is expected to be a 50/50 split. Board action was requested.

It was moved by LaBombarbe and seconded by Newlon that we approve the Assistant Athletic Director as presented.

Ayes: 7
 Nays: 0
 Motion carried 7-0

11.8 Personnel Transactions

<u>ACTION ITEMS</u>				
Name	Position/Building	Effective Date	Status	Major/Step
Desiree Holman	Sub Bus Aide/Transportation	11/20/2018	Resigned	
Braelyn Murray	Swim Instructor/Community Education	6/17/2019	New hire	
Samantha MalBoeuf	Swim Instructor/Community Education	7/8/2019	New hire	
Lori Wilson	Bus Driver/Transportation	7/30/2019	New hire	
Mya Mallad	Social Worker/Model Elementary	7/24/2019	Resigned	
Lesley Johns	Bus Driver/Transportation	7/24/2019	Resigned	
Paula Adkins	Paraprofessional/Brick Elementary	8/31/2019	Resigned	
Robert Merritt	Director of Transportation	8/1/2019	New hire	
Vivian Johnson	Swim Instructor/Community Education	6/17/2019	New hire	
Abby Harris	School Psychologist/ Brick Elementary	8/26/2019	New hire	

It was moved by LaBombarbe and seconded by VanZomeren that we approve the August 12, 2019, Personnel Transactions Summary as presented.

Ayes: 7
 Nays: 0
 Motion carried 7-0

12.0 CLOSED SESSION

12.1 Negotiations

12.2 Superintendent Informal Evaluation

It was necessary to enter closed session to discuss negotiations and superintendent informal evaluation, not to return to open session. A roll call vote was necessary.

It was moved by LaBombarbe and seconded by Newlon in pursuant to Sections 8 (c) and 8 (a) of the Open Meetings Act, I move that we enter closed session to discuss the negotiations and superintendent informal evaluation, not to return to open session.

Ayes: 7 VanZomeren, Williams, Newlon, Sparks, Rollins, LaBombarbe, Czachorski

Nays: 0

Motion carried 7-0

13.0 ADJOURNMENT

Mrs. Williams declared the meeting adjourned to closed session at 7:37 p.m. not to return to open session.